

Town of Brookline
Advisory Committee Minutes

Harry K. Bohrs, Chair

Date: March 27, 2014

Present: Harry K. Bohrs, Carla Benka, Clifford M. Brown, Sumner J. Chertok, Lea Cohen, John Doggett, Bernard Greene, Nancy S. Heller, Amy F. Hummel, Angela Hyatt, Alisa G. Jonas, Janice S. Kahn, Bobbie Knable, Fred Levitan, Pamela Lodish, Sean M. Lynn-Jones, Shaari S. Mittel, Michael Sandman, Lee L. Selwyn, Stanley L. Spiegel, Leonard A. Weiss, Karen Wenc, Christine Westphal

Absent: Kelly A. Hardebeck, Charles Swartz, Systke Humphrey,

The meeting was called to order at 7:30 PM.

**1. Agenda Item: Warrant Article 1: Appointment of Measurers of Wood and Bark.
(Selectmen)**

Presenting for the subcommittee is: Harry Bohrs

Vote: Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation in favor of WA 1:

16 in favor, unanimous.

**2. Agenda Item: Warrant Article 5: Approval of Unpaid Bills of a Prior Fiscal Year.
(Selectmen)**

Presenting for the subcommittee is: Harry Bohrs

Vote: No Action. Unanimous.

3. Agenda Item: Warrant Article 2: Approval of Collective Bargaining Agreements. (Human Resources)

Presenting for the subcommittee is: Harry Bohrs

Vote: Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation in favor of WA 2:

16 in favor, unanimous.

4. Agenda Item: Capital Improvements Program Budget Review- II (All Other Projects including Library)

Presenting for the subcommittee is: Carla Benka

See Appendix for Report of Subcommittee.

- 1. (3) TECHNOLOGY APPLICATIONS**
Requested – \$270,000 (Property Tax/Free Cash)
Recommended - \$270,000

Also present: Kevin Stokes, Information and Technology Director. See appendix for his handout.

Discussion:

Q: What is feasibility of town handling its own wireless network, now that Galaxy is gone? A: The technology capital costs of replacing that network is very high; are we better off w/handheld technology doing this at significantly lower costs.

Q: Thank you for the Wi-Fi for the AC. How much of the Galaxy infrastructure are we still dependent on? A: We're relying and using it heavily still, and at least through the Marathon.

Vote: Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$270,000 for technology applications:**

Vote: 16 unanimous, In Favor.

- 2. (5) VILLAGE SQUARE CIRCULATION IMPROVEMENTS**
Requested - Authorization for Section 108 loan
Recommended – Authorization for a Section 108 loan in the amount of \$1,200,000

Also present: Jill Steinfield, Director of Planning

Discussion: Funded w/CGBG money and state's transportation improvement funds and some funds that flow from redevelopment of 2 Brookline Place. The reason for requesting a loan is to ensure we have the funds when we need it. It is a borrowing against future entitlement. We hope not to use this loan; it's just getting authorization for this.

Q: With the section 108 loan, this can go forward even if 2 Brookline Place doesn't go forward? A: Yes.

Q: Where are we in the timeline of the project? A: In federal fiscal year 2015; but we expect to take down the footbridge soon. Within the year.

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **VILLAGE SQUARE CIRCULATION IMPROVEMENTS Authorization for a Section 108 loan in the amount of \$1,200,000**

Vote: 16 unanimous, In Favor.

3. (6) COMMERCIAL AREAS IMPROVEMENTS
Requested - \$65,000 (Property Tax/Free Cash)
Recommended - \$65,000

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$65,000 for COMMERCIAL AREAS IMPROVEMENTS:**

Vote: 16 unanimous, In Favor

4. (11) LADDER #2 REPLACEMENT
Requested - \$900,000 (General Fund Bond)
Recommended - \$900,000

Presenting for the Subcommittee: Carla Benka / **Also Present:** Fire Chief Ford

Discussion: Ford is saving over \$900,000 by moving away from Quint purchases, which he feels is a new design that came out 20 years ago that was supposed to do both jobs, but design is problematic – doesn't have the same amount of ladders as a ladder truck, nor the same amount of hose as an engine. Very hard to maneuver in urban streets, such as Coolidge Corner area. If we were a brand new company, with no apparatus, the first would be an engine; the 2nd might be a Quint if we had wide roads and non-urban setting. For Brookline, it is not a useful apparatus.

Q: Why do we send an engine with medical calls? A: Because our firefighters trained as First Responders are available, as well as EMTs. So they come out and respond, even though they are backup to the Ambulance and if the ambulance doesn't arrive in time, they are there. Err on the side of caution. We have 2 dedicated ambulances run by Fallon, and they operate out of 2 Fire Houses. Solely responsible for us. He thinks the best would be to have Town firefighter/paramedics, but very costly to establish.

Q: Brookline involved yesterday in Boston fire? A: Filled in at 2 Boston stations and responded to a number of fires/calls.

This was voted w/item 5 below.

5. (13) ENGINE #5 REPLACEMENT
Requested - \$580,000 (Property Tax/Free Cash)
Recommended - \$580,000

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of Ladder 2 replacement in the amount of **\$900,000** and Engine 5 replacement in the amount of **\$580,000:**

Vote: 16 unanimous.

6. (15) FIRE STATION RENOVATIONS

Requested - \$325,000 (Property Tax/Free Cash)

Recommended - \$325,000

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$325,000 for FIRE STATION RENOVATIONS:**

Vote: 16 unanimous, In Favor.

7. (16) FIRE DEPARTMENT FLEET MAINTENANCE AND TRAINING BUILDING

Requested - \$40,000 (Property Tax/Free Cash)

Recommended - \$40,000

Discussion:

Funding a feasibility study for repair and maintenance facility for fire department; and update training facility on Hammond Street. Note: For mechanics to work on the engines currently, they literally have to lie down in the street, at Station One. Not safe for mechanics; inefficient. The current training facility is outmoded, disintegrating, and doesn't provide the environment for training police officers. Goal would be allocation for design and construction in FY 17.

Q: Where do you envision maintenance facility being built? A: Between where the tower #1 now is, working towards Hammond. The training facility would be right in the center in the back. Then when the mechanics work on a facility, they can then go in the yard and make sure the repairs are working. Now, they have to strip a truck to train with it; and then load it back up, to be ready for a fire. The goal is that there would be hose and ladders there, so that if a fire came in during a training, they could just get in their engine and go.

Q: Would we be able to lease this facility to other towns? A: It's possible but not that common. We already use other town's training resources, as mutual sharing and training.

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$40,000 for FIRE DEPARTMENT FLEET MAINTENANCE AND TRAINING BUILDING**

Vote: 16 unanimous, In Favor.

8. (17) COOLIDGE CORNER BRANCH LIBRARY FEASIBILITY/CONCEPT STUDY
Requested - \$50,000 (Property Tax/Free Cash)
Recommended - \$50,000

Discussion: Trustees of Library are asking funds for renovations of Coolidge Branch be put on hold, and study and develop a written building program and feasibility/ concept study.

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$50,000 for COOLIDGE CORNER BRANCH LIBRARY FEASIBILITY/CONCEPT STUDY:**

Vote: 16 unanimous, In Favor.

21. (63) SCHOOL FURNITURE
Requested - \$60,000 (Property Tax – Free Cash)
Recommended - \$60,000

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$60,000 for SCHOOL FURNITURE:**

Vote: 16 in favor.

22. (64) SCHOOL TECHNOLOGY
Requested - \$320,000 (Property Tax/Free Cash)
Recommended - \$320,000

Discussion: Comment: There is some feeling that this should be part of a technology master plan. And that these components are not thought of carefully.

No Action: Hold for School Budget Discussion.

23. (65) TOWN/SCHOOL BUILDING – ADA RENOVATIONS
Requested - \$65,000 (Property Tax/Free Cash)
Recommended - \$65,000

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$65,000 for TOWN/SCHOOL BUILDING – ADA RENOVATIONS:**

Vote: 16 unanimous, In Favor.

- 24. (66) TOWN/SCHOOL BUILDING ELEVATOR RENOVATIONS**
Requested - \$250,000 (Property Tax/Free Cash)
Recommended - \$250,000

Discussion:

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$250,000 for TOWN/SCHOOL BUILDING ELEVATOR RENOVATIONS:**

Vote: 16 unanimous, In Favor.

- 25. (68) TOWN/SCHOOL BUILDING – ENERGY CONSERVATION**
Requested - \$160,000 (Property Tax/Free Cash)
Recommended - \$160,000

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$160,000 for TOWN/SCHOOL BUILDING – ENERGY CONSERVATION:**

Vote: 16 unanimous, In Favor.

- 26. (70) TOWN/SCHOOL BUILDING ENVELOPE /FENESTRATION REPAIRS**
Requested - \$730,000 (Property Tax/Free Cash)
Recommended - \$730,000

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$730,000 for TOWN/SCHOOL BUILDING ENVELOPE /FENESTRATION REPAIRS.**

Vote: 16 unanimous, In Favor.

- 27. (71) TOWN/SCHOOL BUILDING ROOF REPAIR/REPLACEMENT PROGRAM**
Requested - \$375,000 (Property Tax/Free Cash)
Recommended - \$375,000

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$375,000 for TOWN/SCHOOL BUILDING ROOF REPAIR/REPLACEMENT PROGRAM**

Vote: 16 unanimous, In Favor.

- 28. (72) TOWN/SCHOOL BUILDING SECURITY/LIFE SAFETY SYSTEMS**
Requested - \$300,000 (Property Tax/Free Cash)
Recommended - \$300,000

Discussion: Q: Could Building Department get us a breakdown of Town v. School breakdown costs? A: Yes, they will get this to us.

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$300,000 for TOWN/SCHOOL BUILDING SECURITY/LIFE SAFETY SYSTEMS:**

Vote: 16 unanimous, In Favor.

- 29. (75) DRISCOLL SCHOOL ADDITION**
Requested - \$1,000,000 (Property Tax/Free Cash)
Recommended – to be determined

Discussion:

Subcommittee hearing will be continued. No presentation or vote at this time.

- 30. (76) DEVOTION SCHOOL REHABILITATION**
Requested - \$58,500,000 (General Fund Bond – Debt Exclusion)
Recommended – No vote required at this time

No vote at this time.

- 32. (79) CLASSROOM CAPACITY**
Requested - \$1,750,000 (Property Tax/Free Cash)
Recommended - \$1,750,000

Discussion:

Q: Why is rent considered capital? A: Think of it as substitute for building a classroom; where it is cheaper to pay rent, as it is at the moment, it is placed here. From an accounting perspective, if you rent long enough, it will be considered capital.

Q: What happened to FY modular payments? A: The FY 14 existing funds, the FY 15 allocation here, and some bond authorization, it will be a total cost of \$3.6 - 4,000,000.

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation of **\$1,750,000 for CLASSROOM CAPACITY:**

Vote: 16 unanimous, In Favor.

Note: When Driscoll hearing is continued, we'll also take up transit switches

Motion to adjourn, unanimous.

The meeting was adjourned at 9:00 PM.

Appendix:

- A. Subcommittee Report on: Capital Improvements Program Budget Review - II**
- B. Information Technology Committee FY CIP Allocations IT Portfolio View & Summary March 2014**
- C. Kevin Stokes Technology Handout**

FY 15 Non- DPW Capital Improvement Projects

Advisory Committee Capital Subcommittee

March 27, 2014

- 1. (3) TECHNOLOGY APPLICATIONS**
Requested – \$270,000 (Property Tax/Free Cash)
Recommended - \$270,000

This annual appropriation funds projects included in the Information Technology Department's Long-Term Strategic Plan, which serves as the framework for the selection and management of technology expenditures and is updated periodically by the Chief Information Officer (CIO). The appropriation also permits additional projects that meet the short-term objectives set by the CIO and appropriate committees who provide the guidance for the Town's approach to technology management. In FY 15, primary focus areas for IT investments include Enterprise Applications/Better Government initiatives (Munis HR/Payroll Implementation-Phase II; Work Order Management System Upgrade; and Building Department Scanning Project – Part II), Public Safety (Fire Department Records Management Integration and Public Safety Radio System Integration); and Network Infrastructure (New Town Website, Mail System Upgrade, and Handheld Computing).

- 2. (5) VILLAGE SQUARE CIRCULATION IMPROVEMENTS**
Requested - Authorization for Section 108 loan
Recommended – Authorization for a Section 108 loan in the amount of \$1,200,000

Village Square improvements are focused on reconfiguring the existing circulation system at the confluence of Washington Street, Route 9, Walnut Street, High Street, and Pearl Street. Plans call for the removal of the existing jughandle used to provide access to Washington Street from Route 9 eastbound and its replacement with a new four-way intersection at Pearl Street. Additionally, signals would be relocated and upgraded, while the existing pedestrian bridge would be demolished and replaced with an ADA-compliant surface-level pedestrian crosswalk with walk signal, crossing Route 9 just west of Pearl Street as part of a new four-way intersection. Also included in the plans are improvements to the area's lighting and landscaping.

Funding for the project is assumed to come from the following:

1. \$375,000 in FY 2015 CDBG funding for the removal of the pedestrian bridge
2. \$250,000 in FY 2016 CDBG funding for the local construction match
3. \$750,000 as part of the 1% of off-site improvements related to the re-development of 2 Brookline Place site by Children's Hospital
4. \$4,376,000 grant from the State's Transportation Improvement Program (TIP), programmed in Federal Fiscal Year 2015

The Town seeks authorization from Town Meeting for a Section 108 loan in the amount of \$1.2 million, representing \$450,000 in CDBG funds and \$750,000, part of the 1% for off-site improvements financed by the developer of 2 Brookline Place. Such authorization is requested for two reasons: to address potential timing issues with funding sources (\$750,000) and to protect against CDBG-eligible projects from becoming ineligible (\$250,000 for this project and

\$200,000 for the Emerald Necklace Bicycle/Pedestrian Crossing.) Under the provisions of a Section 108 loan, a community borrows against its future CDBG funds. Like a conventional loan, the Section 108 loan would have an amortization term, but instead of making payments, the Town's loan is paid back once per year off the top of its entitlement.

While borrowing the funds is not anticipated, if there were a timing gap between when the funding is required for the Village Square project and when the developer of 2 Brookline Place will provide its \$750,000, then the authorization would be used. In such a case, the Town would use an interest-only, short-term Section 108 loan until such time as the developer's funds were received. If, for some reason the developer's funding did not materialize, the Town would flip the short-term loan to a permanent Section 108 loan, with the debt service costs paid from the annual CDBG budget.

Authorization for a Section 108 loan is also being sought in the event that federal regulations change, making the Village Square ineligible for CDBG support. Basically, the Town would be hedging against this outcome since it would remain eligible if it had been part of a Section 108 loan application that was submitted before it became ineligible. The Town would not ultimately utilize the Section 108 loan; this is simply a mechanism to ensure continued eligibility.

3. (6) COMMERCIAL AREAS IMPROVEMENTS
Requested - \$65,000 (Property Tax/Free Cash)
Recommended - \$65,000

Appropriations for Commercial Areas Improvements fund projects detailed in the Economic Development Division's Strategic Plan and Five Year Commercial Areas Capital Improvement Plan. Funds may also be directed to those projects that arise from time to time that are short-term in nature and need urgent attention to protect the Town's high-functioning commercial areas. In FY15, funds will be used to implement improvements that encourage social interaction in Brookline Village, particularly in Harvard Square.

4. (11) LADDER #2 REPLACEMENT
Requested - \$900,000 (General Fund Bond)
Recommended - \$900,000

The Town's policy is to replace front-line ladder trucks every 20 years. Ladder #2, purchased in 1995 and rehabbed in 2008, is scheduled to be replaced in FY 15 at an estimated cost of \$900,000.

5. (13) ENGINE #5 REPLACEMENT
Requested - \$580,000 (Property Tax/Free Cash)
Recommended - \$580,000

Under this plan, a new Engine #5 would be purchased at a cost of \$580,000. Quint #5, a combination ladder and pumper with a 500 gallon tank, purchased in 2010 and located at Station 5 in Coolidge Corner, would be relocated to Station 4 on Boylston Street, replacing Engine #4 and saving \$1,250,000 in its replacement cost in FY17, as had been previously proposed. Quint #5 would be better utilized in the Station 4 neighborhood, as the streets are typically wider, there are fewer medical calls, and most importantly, the operation of a Quint in a

single company station is more effective than operating it in tandem with a Ladder company as is currently the practice. Engine #4 would be traded in with some of its value going towards the purchase of the new Engine #5 and some of it towards the purchase of Ladder #2

6. (15) FIRE STATION RENOVATIONS
Requested - \$325,000 (Property Tax/Free Cash)
Recommended - \$325,000

A study of the conditions of the Town's fire stations and what is needed to maintain their structural integrity, particularly in regard to the design and production of newer, larger fire equipment, generated a number of recommendations related to flooring, shoring, beams, columns, and structural work. The study also included recommendations for the HVAC systems, generators, lighting, sprinklers, fire alarms, mechanical, electrical, plumbing, and other peripheral systems.

The scope of the overall project can be broken into three categories: (1) structural, (2) sprinkler systems / life safety systems, and (3) mechanical, electrical, and plumbing (MEP). The recommended approach was to fund all required structural work in the first year (beginning with \$625,000 in FY12), followed by sprinkler and life safety systems by stations as prioritized by the Fire Chief (FY13 – FY15), and finally MEP work (starting in FY 17). The estimates for remaining work at each station are as follows:

	<u>Life Safety</u>	<u>MEP</u>
Sta 1 (Brookline Village)		\$320,000 (FY17)
Sta 4 (Rt. 9/Reservoir Rd)		\$305,000 (FY19)
Sta 5 (Babcock St)	\$195,000 (FY15)	\$225,000 (FY21)
Sta 6 (Hammond St)	\$130,000 (FY15)	\$300,000 (FY20)
Sta 7 (Washington Sq)		<u>\$310,000 (FY18)</u>
TOTAL	<u>\$325,000</u>	\$1,467,000

For FY 15, \$325,000 is requested for improvements to life safety systems at the Babcock Street and Hammond Street fire stations. Life safety items can include smoke alarms, carbon monoxide detectors, fire enclosures for emergency generators, and upgraded annunciator panels.

7. (16) FIRE DEPARTMENT FLEET MAINTENANCE AND TRAINING BUILDING
Requested - \$40,000 (Property Tax/Free Cash)
Recommended - \$40,000

FY 15 funds are requested to undertake a feasibility study to create both a repair and maintenance facility for the Fire Department's apparatus and an updated training facility on Hammond Street, adjacent to Station 6.

The current maintenance facility is located in Station #1 and is staffed by a master mechanic and a mechanic. The service area (shop) is on the first floor with storage and office space located in the basement. At this time the service elevator, used to transport supplies to the basement for storage, has been condemned. Because of that, tires in the basement, weighing several hundred pounds, have become virtually inaccessible. The shop floor requires replacement and/or reinforcement if work in the area is to continue. Additionally, the shop is not large enough to allow access to many of the Department's vehicles, leaving the mechanics no choice but to do

repairs out on the street, the drill yard, or, on occasion, inside another fire station. Repairing vehicles on the street is unsafe and working on vehicles off site, away from tools and equipment, is inefficient. Finally, the limited size and physical capacity of the existing shop results in the more frequent use of outside vendors for repairs which has budgetary implications.

The Department's current training facility is located at Station #6. The modernization of the facility calls for a classroom with the technology necessary for the delivery of essential training and for a new drill yard with a fully NFPA-compliant, live-fire training building. The existing tower, which is in poor condition, will be removed.

Related to the training facility would be with a new Self Contained Breathing Apparatus (SCAB) filling station at Station 6, to be utilized not only for the filling of air depleted while training, but also for air used during the course of regular firefighting activities. This would eliminate the need for Engine #6 to travel outside their first due response area in order to fill cylinders. The Training Division would acquire appropriate and sufficient equipment to aid in the administration of hands-on training programs without depleting the equipment from front line companies. This will leave companies fully complemented and better able to return to service and respond to emergencies while at the Training Facility.

The \$40,000 in FY15 would fund the feasibility study, followed by design (\$375,000) and construction (\$3.75 million) in FY 17.

8. (17) COOLIDGE CORNER BRANCH LIBRARY FEASIBILITY/CONCEPT STUDY
Requested - \$50,000 (Property Tax/Free Cash)
Recommended - \$50,000

The Coolidge Corner Branch Library was built in the mid 1950s and expanded in 1970. More recently, it has seen repairs and renovations to the HVAC system and to the facade.

In 2013, with a circulation of 417,356 items, it was the busiest branch library in the state. As a result of the heavy use, it is showing its age and falls short of meeting the needs of library users. A Space Allocation Report, completed in the Fall of 2012, identified the need for an additional 3,000-5,000 square feet of space, including a larger children's room, small and large group meeting space, and more public computers.

Last year, the Waldo Street Area Study Committee identified the branch library as one of the possible participants in the redevelopment of the Durgin/Waldo parcels since its site could offer several advantages. Until more information becomes available about the Durgin/Waldo project, it seems unwise to proceed with plans to repair and upgrade the current facility. (The current CIP identifies the installation of windows and an elevator/HP lift in FY 15 and replacement of the roof and window repairs in FY 16, at a total cost of \$1,135,000.)

The Library Trustees request that these funds be put on hold until further study and consideration can take place and instead seek \$ 50,000 to develop a written building program and a Feasibility/Concept Study. This study would determine if the current facility could be adapted to meet current and projected needs. It may also evaluate the value of the existing building if it were to be sold as part of a larger development project.

21. (63) SCHOOL FURNITURE
Requested - \$60,000 (Property Tax - Free Cash)
Recommended - \$60,000

This is a continuous program to upgrade furniture in all schools, which absorbs significant wear and tear annually. This program will replace the most outdated and worn items. It should be noted that CIP funds are used in combination with approximately \$50,000 from the School Department's operating budget to support this program. The cost of replacement furniture for a classroom is approximately \$7,000 - \$8,000.

22. (64) SCHOOL TECHNOLOGY
Requested - \$320,000 (Property Tax/Free Cash)
Recommended - \$320,000

In FY14, \$175,000 was appropriated to move forward in three key areas:

- Complete the Wireless Infrastructure Project – \$94,900 to complete the purchase of wireless access points, wiring and switches at the remaining elementary schools (Driscoll, Lawrence and Devotion) for enterprise wireless implementation.
- Outfit Special Education LLD Classrooms – \$40,100 for the new Language Based Learning Disabilities (LLD) program classrooms at Brookline High School to be outfitted with the classroom technology (Smartboards, laptops and applications) to allow students to experience the appropriate Instructional Model for their individual needs. These classrooms will also serve as mainstream classrooms during other periods.
- Rollout of Evaluation System - \$40,000 – for the expansion of the FY13 pilot of Teachpoint, a professional staff evaluation system. This funding allowed for a full rollout of the new evaluation system for all professional staff utilizing the Teachpoint application on iPads and laptops, allowing on-line classroom observation and immediate Evaluator/Evaluated feedback and document sharing.

The School Department has developed a technology plan that is designed to establish the appropriate infrastructure to build capacity in instruction and improve efficiency in administrative functions within the PSB. Both the School Committee and Override Study Committee will continue to review the specific proposals since there are substantial costs and programmatic benefits associated with the overall plan.

The funding in FY15 – FY20 is intended to upgrade and maintain instructional technology system-wide. In addition, investments will assist in meeting classroom instruction goals, the implementation of a learning management system, and/or a one-to-one device initiative for students at Brookline High School. In FY 15, a substantial portion of the funds will be directed towards the purchase of projection devices. FY 15 CIP funding will supplement \$650,00 for technology in the School Department's FY operating budget.

23. (65) TOWN/SCHOOL BUILDING - ADA RENOVATIONS
Requested - \$65,000 (Property Tax/Free Cash)
Recommended - \$65,000

This annual program of improvements is requested in order to bring Town and School buildings into compliance with the Americans with Disabilities Act (ADA), which requires that the Town make public buildings accessible to all.

24. (66) TOWN/SCHOOL BUILDING - ELEVATOR RENOVATIONS
Requested - \$250,000 (Property Tax/Free Cash)
Recommended - \$250,000

When a building is renovated, most elevators are upgraded (new controls, motors, cables, refurbishment of the car, etc.). Some elevators are also partially upgraded to meet the requirements of the existing building codes. The buildings that have not been renovated have elevators that are close to 40 years old. Elevators at the Pierce and Lawrence schools and the Lynch Recreation Center are on the work list for FY 15.

25. (68) TOWN/SCHOOL BUILDING - ENERGY CONSERVATION
Requested - \$160,000 (Property Tax/Free Cash)
Recommended - \$160,000

With continued volatility in utility costs, it is imperative that monies be invested to decrease energy consumption in Town and School buildings. Programs include, but are not limited to, lighting retrofit and controls, energy efficient motors, insulation, and heating and cooling equipment. In addition, water conservation efforts will be explored. This program augments existing gas and electric utility conservation programs. A new area of focus is building commissioning. Many years ago, a building's HVAC system was set up by multiple contractors and then signed off by the design engineer. Sometimes there would be control issues, leading to complaints or high energy usage. The Building Department, for all new projects, hires a Commissioning Agent. Recommissioning of certain buildings is suggested in order to confirm that the equipment was designed, installed and set up properly.

Work scheduled to be funded with FY 15 CIP dollars includes the completion of lighting retrofits and controls at the Lawrence School.

26. (70) TOWN/SCHOOL BUILDING - ENVELOPE /FENESTRATION REPAIRS
Requested - \$650,000 (Property Tax/Free Cash)
Recommended - \$650,000

In FY12, \$250,000 was appropriated for costs associated with repairs to the outside envelope of all Town and School buildings, including a visual inspection of the exterior of all buildings that will help prioritize these repairs. The outside envelope of facilities includes masonry, bricks and mortar, flashing, dental work, coping stones, metal shelves, and tower work. Some of these structures are over 100 years old and have never had exterior work done to them.

As part of the Town's program to convert to heating systems that burn both oil and natural gas, new liners are required to be installed in those buildings with the dual-fuel burners. The liner is required under the plumbing and gas code. Chimneys will be inspected and repaired if appropriate; if not, a new metal liner will be installed to connect to the gas burning equipment in the building.

A number of buildings have windows, door entrances, and other wall openings that are in need of repair/replacement. This causes water to penetrate into buildings behind walls and ceilings, causing security and safety problems. The plan is to develop a long-range strategy to repair/replace these openings, prioritizing them as required.

The \$730,000 in FY15 is for work at the Old Lincoln School (\$500,000), Soule Recreation Center's gym (\$100,000), and the Eliot Recreation Center (\$50,000).

27. (71) TOWN/SCHOOL BUILDING - ROOF REPAIR/REPLACEMENT PROGRAM
Requested - \$375,000 (Property Tax/Free Cash)
Recommended - \$375,000

A master plan for repair and replacement of roofs on all Town and School buildings was prepared by a consultant. The plan includes a priority list and schedule and calls for \$29.3 million over a 20-year period, with \$7.5 million required within the six-year period of the FY15 – FY20 CIP. In the coming fiscal year, roof work is scheduled to take place at the Baker School, the Soule Recreation Center gymnasium, and the Larz Anderson Carriage House.

28. (72) TOWN/SCHOOL BUILDING - SECURITY/LIFE SAFETY SYSTEMS
Requested - \$300,000 (Property Tax/Free Cash)
Recommended - \$300,000

Over the last number of years, there have been several large capital projects that improved the security situation of Town and School buildings. This program will extend the effort and improve areas where security may be lacking or needs to be improved. It calls for making all doors around the perimeter of a building more secure by replacing the doors, frames, door handles, and locks with electronic locks that may only be opened with a keypad and/or on a specific schedule. Only the front main entrance of the building would allow for general access. At the front door, a speaker and doorbell will be added to connect to the building's existing intercom or phone system for use by visitors. The lighting around each building will be improved and placed on a timer. A small camera system connected to a computer will be added at the main entrance to monitor access to the building.

School buildings are a priority. Most schools are reasonably secure, but based on an assessment by the Police Department, security can and should be improved. These funds will be used at various locations including the Devotion, Pierce, Lawrence, and Heath schools. The funds will also be used to continue the on-going process of replacement and installation of new and upgraded burglar alarms, fire alarm systems, sprinkler systems, emergency lighting, and egress signs.

29. (75) DRISCOLL SCHOOL ADDITION
Requested - \$1,000,000 (Property Tax/Free Cash)
Recommended – to be determined

In consideration of the recommendations for school expansion contained in the B-Space report to address continued enrollment growth, to align with the Public Schools of Brookline Strategic Plan and Vision, and to preserve Brookline's commitment to excellence and equity, the Brookline School Committee voted a set of actions that included a Driscoll School renovation and expansion to accommodate four sections per grade, with class sizes conforming to School Committee policy. The target occupancy is September, 2018. This action will achieve the first full renovation of the Driscoll School since it was built in 1911. The project will also address the building's common space shortages. Close attention will have to be paid to the operational implications of adding roughly 25-30% new capacity to the building on an aggressive timeline that will need to be followed to achieve this occupancy date, including pursuing potential partnership with Massachusetts School Building Authority (MSBA).

\$1 million is included in FY15 for the Feasibility / Schematic Design phase of the project, followed by \$42 million in FY17, of which 65% (\$27.3 million) is paid for by the Town and 35% (\$14.7 million) by the MSBA. The School Department plans on submitting a Statement of Interest (SOI) to the MSBA in the Spring of 2014. After that milestone, there will be a clearer picture of the possibility of MSBA participation.

30. (76) DEVOTION SCHOOL REHABILITATION
Requested - \$58,500,000 (General Fund Bond – Debt Exclusion)
Recommended – No vote required at this time

The 148,633 sq. ft. Edward Devotion School, originally built in 1924 with renovations/additions in 1952 and 1974, requires a major renovation/addition. An architectural firm (HMFH) was hired to undertake a Concept Study and developed a range of options for a renovation/addition project. The enrollment of the Devotion School has grown from 664 students in FY08 to 840 students in FY14, a 28% increase in six years. While this growth is reflective of enrollment growth town-wide, the expectation is that enrollment demand in North Brookline will continue for the foreseeable future. The original premise of a renovation to the Devotion School to serve 700 students was initially revised to a model that would serve a population of approximately 850 students, in a mixed configuration of four and five sections per grade. Continued growth to the school age population in North Brookline has led to the decision to build the school to a full five-section school at each grade.

In March, 2012 the Town was approved by the Massachusetts School Building Authority (MSBA) to enter the "Eligibility Period", which culminated with an appropriation of \$1.75 million for the feasibility study / schematic design stage at the November, 2012 Special Town Meeting. On January 30, 2013, the MSBA approved a Feasibility Study Agreement (FSA) with the Town, which allows for the hiring of an Owner's Project Manager (OPM) and an architectural firm. The FSA states that the Town will be reimbursed 35.84% of the \$1.75 million for this phase of the project (feasibility study / schematic design). In April 2013 the Town issued a Request For Services (RFS) and selected HMFA as the Feasibility/Schematics design architect. Due to the B-Space Committee review process, MSBA held off on approving a scope of services contract between the Town and HMFH. Since one of the B-Space recommendations was to increase the design capacity of the Devotion School to 1,010 students from the previously approved capacity

of 830 students, the MSBA requested that Brookline return to the November, 2013 MSBA Board for re-approval of the project, after which Brookline could proceed to finalize a contract with HMFH. The architects will work with the Devotion School Building Committee and with the community to craft a design that meets the educational program needs of the school, addresses neighborhood concerns, and contributes to the overall plan to address the increase in enrollment that has placed stress on school buildings across the district. That schematic design would then go to the MSBA for approval.

At that point, the Town would seek an appropriation for the completion of the design work and for all costs associated with the construction project. The current estimate is \$110 million, with an assumed 30% reimbursement rate from the MSBA, resulting in a Town share of \$77 million. This CIP assumes a Debt Exclusion Override to fund the Devotion School project. Such action is required because of both the increased cost estimate for this project and the new projects recommended by the B-Space Committee, which were endorsed by the School Committee: additions to the Driscoll School and High School. In order to free-up debt capacity and use that capacity to fund those two projects, a Debt Exclusion Override is required. The Override Study Committee (OSC) is reviewing the recommendations of the B-Space Committee, so the need for a Debt Exclusion Override will continue to be studied.

32. (79) CLASSROOM CAPACITY
Requested - \$1,750,000 (Property Tax/Free Cash)
Recommended - \$1,750,000

The Public Schools of Brookline have experienced K-8 Elementary enrollment increases for the last nine years. K-8 enrollment has grown by 1,342 students (35%) between FY05 and FY14. There are now 5,228 K-8 students compared with fewer than 3,900 in FY05.

In 2009, representatives from the Board of Selectmen, Planning Board, School Committee, Advisory Committee, and Building Commission started a series of meetings to discuss options for addressing the space needs of the elementary schools. This School Facilities Committee was replaced in January, 2013, by the Brookline School Population and Capacity Exploration (B-Space) Committee, a joint committee of the Selectmen and the School Committee that included members of the Board of Selectmen, Advisory Committee, Building Commission, and School Committee as well as two school parent and two community representatives. B-Space was charged with “gathering and analyzing data, and guiding a community discussion on programming and space planning that will accommodate rapid and unabated enrollment growth and support the educational goals of the Public Schools of Brookline.” The B-SPACE Committee submitted in final report to the School Committee in September 2013.

In order to address the issue, various mitigation measures have been taken, the most significant being the Runkle School Renovation/Addition and the Heath School Addition. Other mitigation measures have consisted primarily of remodeling and renovating internal spaces within each of the schools to create more usable spaces within available constraints. Since FY 2008, \$4,830,000 in appropriations has been made to fund the costs associated with creating or renting additional classroom space.

The amount requested for FY15 (\$1.75 million) was initially intended to fund the final three lease/purchase payments for the Lawrence School modular classroom addition (previously allocated Classroom Capacity funds were to finance the first two payments) and to pay for further space conversions into classrooms within existing school buildings, including Heath, Devotion, Driscoll, Baker, and Pierce. Since it now appears as though the Lawrence modular project will not move forward, these funds will likely be directed towards supporting alternative plans for new classroom space at Lawrence. Finally, a portion of these funds will be used to rent additional classroom space for the Pre-K program.



TOWN OF BROOKLINE
Massachusetts

Information Technologies Department
www.brooklinema.gov

COMMITTED FY15 CIP ALLOCATION
IT Portfolio View & Summary
March, 2014

	<u>Allocation</u>
<u>Enterprise Applications/Better Government</u>	
New Town Website(brooklineMA.gov)	25k/40k
Munis HR/Payroll Implementation – Phase II	20k/40k
Work Order Management System Upgrade Upgrade of Cartegraph System	60k/70k
Building Department Scanning Project – Part II	18k/25k
<u>Public Safety</u>	
Fire Department Records Management Integration Phase 3 of implementation which will include field inspection/data entry capability.	40k/50k
Public Safety Radio System Integration	20k/25k
<u>Network Infrastructure</u>	
Public School Infrastructure	60k/80k
Upgrade Email System Infrastructure and Software needed to migrate to Microsoft Outlook email. Key component being the enhanced connectivity with mobile devices which is currently not available in our existing package.	30k/55k
Handheld Computing Additional technology to support handheld requirements of field personnel.	20k/30k
	<hr/> 293k/415k